



Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	02.07.2011 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	David Bonfiglio
NOTES TAKEN BY	Denise Berkshire

ATTENDEES

Parks & Recreation Board		Council Liaison	
	David Scheirman, Chair	X	Bill Butterfield, City Councilor
X	David Bonfiglio, Vice Chair	X	Robyn Folsom, City Councilor
X	Brian Stecher		City Staff
X	Thad Overturf	X	Denise Berkshire, Event & Volunteer Coordinator
	Frank Funk	X	Lynn Johnson, Operation Supervisor
X	Marney Jett		
X	Lynn Snyder		
	Mary Reid		
	VACANT		

MEETING NOTES

- 1. Call to Order/Roll Call (Bonfiglio)**
 - The meeting was officially called to order at 7:03 pm.
- 2. Adjustments to the Agenda (Bonfiglio)**
 - No adjustments were made to the agenda.
- 3. Citizen Comment (Bonfiglio)**
 - No citizen comments.
- 4. Approval of Minutes (Bonfiglio)**
 - Brian Stecher motioned to approve the January 03, 2011 minutes. Marney Jett seconded. All in favor; motion passed.*
- 5. Introduction of new Council Liaison for the Parks Board (Folsom)**
 - Robyn Folsom introduced Bill Butterfield as the new Council Liaison and acknowledged his experience serving on the Parks and Recreation Board. David Bonfiglio thanked Robyn for her service.
- 6. Request for tree removal within park and natural area (Johnson)**
 - Lynn Johnson presented two requests for tree removal in Stella Olsen Park, which have been recommended for removal by Halstead's Arboriculture Consultants Tree Assessment (see record). The first set of trees are three large cottonwood trees located in the open space on the walking trail behind 17850 SW Fredrick Lane. The cottonwoods are unstable,

and are growing under the retaining wall and into the yard of the nearby residence that will adversely affect the property. Cottonwoods are no longer on the City's approved tree list.

- The second set of trees includes three White Pines located at Stella Olsen Park between SW Washington Street and the walking path near the restrooms. Two of the trees are deceased and the third pine is in severe decline.
- The Board asked which type of trees will be replanted to replace those requested for removal. Johnson explained that specific replacement trees have not yet been identified yet, but that he will select a tree that is well suited for the wetland area.
- The PRB supports removing trees that are nuisance trees or create a safety hazard. Thad Overturf motioned to remove the trees requested. Brain Stecher seconded. All in favor; motion passed.
- The homeowners of 17850 SW Fredrick Lane were present and expressed their appreciation.
- Lynn Snyder inquired about the process and the costs associated with tree removal and replacement. Lynn Johnson explained the funds are allocated in the Public Works Parks budget. Johnson receives three bids for the work and selects the lowest of the three bids. The trees are felled and left for wildlife habitat, the stumps are ground, and a replacement tree is planted.

7. Projects for OPRD Grant (Berkshire)

- Berkshire attended the Oregon Parks and Recreation District Grant Workshop on Wednesday, February 2nd. There is approximately \$5 - 7 million for the 2011 - 2012 grant cycle. 70% of the funds will be distributed in 2011 with the remaining 30% awarded in 2012. The City of Sherwood is eligible to apply for two grants for acquisition, development or restoration projects; a small grant up to \$50K and a large grant up to \$750K (up to \$1 million if it is for an acquisition project).
- The project sponsor (cities with populations of 5K - 25K or counties with 30K - 50K) are required to match 40% of the grant. The match can include local agency budgeted funds, local agency labor or equipment, federal revenue sharing, other eligible grants, state and county inmate labor and donations (volunteer labor or donated materials)
- The project must be directly related to the Statewide Comprehensive Outdoor Recreation Plan (SCORP) which focuses on physical activity with three priorities; Oregon Physical Activity Crisis, SCORP Youth Criteria (nature play areas/connecting youth with nature) and SCOP Aging Population. The project must also incorporate Accessibility (ADA) Criteria, show Readiness to Proceed and meet Compliance Criteria.
- The top three priorities for Washington County are 1) land acquisition, 2) non-motorized trails and 3) picnicking/day-use facilities.
- All grants must complete an environmental assessment and submit documents for natural resource agency review.
- Last year the PRB decided to submit the Skate Park Project, which was not awarded. Folsom revisited the OPRD Grant Committee's focus on trying to reach a broad user group with the high demand for grants during this difficult economic time.
- The Board discussed their priority list which is:
 1. Woodhaven Park:
 - Pathways/Trail Connector
 - Picnic Shelter
 - Restrooms
 - Bridge to Existing Trails
 2. Skate Park
- The Board discussed considering the Woodhaven Park projects and applying for the smaller grant (> \$50K) to construct the picnic shelter. They also discussed the 40% match and what is obtainable.

- Folsom recommended that staff develop estimated project costs for Woodhaven Park amenities (picnic shelter, bridge, trails, etc.) and email those projected costs to the Board so they can consider the projects prior to the next meeting.
- Stecher suggested a partnership with the Woodhaven HOA.
- The Board agreed to make a decision on the project(s) to submit by the next meeting.

8. Updates & Reports

Restrooms at Stella Olsen Park Update (Berkshire)

- City Council approved and recommended the PRB Stella Olsen Park Restroom recommendation. Construction will begin in the spring with goal to be completed in the summer. The Planning Department will be holding an Open House to share project information on Wednesday, February 16, 2011 from 5:00 – 6:30 pm at City Hall.
- Stetcher shared that he spoke with the contractor who was surveying the Restrooms at Stella Olsen earlier in the day.
- The second phase of Eagle Scout Eric Skurdahl's Eagle Scout Project includes lighting the flag pole.

Public Works Monthly Report (Johnson)

- The Public Works Parks Crew has been working on the sports field for sports play at the High School. They are ahead of schedule with 80% completed. They are also pressure washing play areas and working on surfacing material for summer work. A complete safety audit of every playground of the city is being conducted. Due to the nice weather, the grass is growing so they are already mowing.

Recreation Monthly Report (Berkshire)

Active Rec happenings during the month of January 2011

- Youth Basketball played 92 Rec. games in a variety of gyms this month.
- They also played approximately 52 Classic games at SMS this month.
- Youth basketball held a boys tournament on the 15th and 16th of January this brought twenty two teams from out of town to our city. They played a total of 60 games during the boy's tournament.
- They also held a girl's tournament on January 29th and 30th this one brought in thirty teams from all over the Portland metro area. They played a total of 74 Games during this tournament.
- All of the spring sports are or have been taking registration during the month of January.

Field House

Monthly Report January 11

<u>January-11</u>	<u>Jan-11</u>		YTD	
<u>Usage</u>		Est. People <u>Served</u>		Est. People <u>Served</u>
	<u>Count</u>		<u>Count</u>	
Leagues	4	390	22	3794
Rentals	110	2860	442	13030
Other (Classes)			2	24
[1] Day Use	14	213	50	474
Total Usage		3463		17322

FY 10-11

<u>Income</u>	<u>Jan-11</u>	<u>YTD</u>
Rentals	\$6,574.50	\$31,920.50
League fees (indoor)	\$5,940.00	\$44,617.00
Card fees (indoor)	\$417.00	\$2,686.00
Day Use	\$419.00	\$931.00
Merchandise		
Snacks	\$971.95	\$3,405.70
Classes	\$210.00	\$1,295.00
Total Income	\$14,532.45	\$84,855.20

FY 09-10

<u>Income</u>	<u>Jan-10</u>	<u>YTD</u>
Rentals	\$4,789.50	\$18,979.00
League fees (indoor)	\$11,770.00	\$51,892.00
Card fees (indoor)	\$292.00	\$3,525.07
Day Use	\$219.00	\$501.00
Merchandise		
Snacks	\$668.50	\$2,267.50
Classes	\$350.00	\$770.00
Total Income	\$18,089.00	\$77,934.57

Tonquin Trail Update (Stecher)

- The last correspondence Stecher received was an email on January 13th discussing that the steering committee met with each of the involved cities; Sherwood, Tualatin and Wilsonville. Another meeting has yet to be scheduled, but Stecher anticipates another meeting at the end of the month. Each municipality is responsible for the funding in their jurisdiction, so funding is a challenge for this project.

Cultural Arts/Community Center Steering Committee Update (Stecher)

- Six firms submitted proposals for the Cultural Arts Community Center Business Plan RFP. Interviews were held on Wednesday, January 26th. Stecher explained that all of the contractors were technically qualified, and the firm that has been selected is PARC Resources (<http://www.parcresources.com>).
- PARC is an Oregon based company who expressed a desire to complete the Business Plan in eight weeks and an interest in staying connected with the project. PARC consists of seven independent contractors who have formed a consortium. Their presentation consisted of a strategized plan including a weekly work schedule with a desired outcome for each week.
- A kick-off meeting is scheduled for Thursday, February 10th at 6:30 pm. During this meeting Steering Committee members and staff will meet the representatives from PARC, go through the work plan, discuss the project and identify stakeholders.
- Councilor Folsom expressed a big thank you to Bob Silverforb and Brian Stecher who were both able to participate in the interviews! They were well prepared and brought great experience and knowledge.

9. Council update (Folsom/Butterfield)

- Councilor Folsom shared that City Council has been working on adopting a new code for street trees and shrubbery/hedges. A Tree Panel will be held on Tuesday, February 8th at 6:30 pm at City Hall.
- In January, City Council went through a strategic planning process with the three new Council members; Bill Butterfield, Matt Langer and Dave Luman. City staff shared capital improvement projects that will be happening in 2011. Due to low costs, there will be a great deal of road construction this year. The canary plaza project is moving along.
- Councilor Butterfield explained that he is open minded and will support and represent the Board at city council.

10. Other

In March Brian Stecher, David Bonfiglio, and Thad Overturf's terms are either expiring or are up for reappointment. Members who have only served for one term qualify for reappointment. Members who have served for two terms, and would like to continue to serve, will have to reapply. Brian and David agreed for reappointment. Thad will be contacting Kristen to reapply.

- The PRB thanked Robyn for representing the Board and sharing their fiscal responsibility with City Council.

Adjourned at 8:00.

Next Meeting Date: The next meeting will be held on Monday, March 7 2011, 7:00 pm at City Hall.